IMD-292S - Portfolio Development - Fall 2026

Edison State Community College

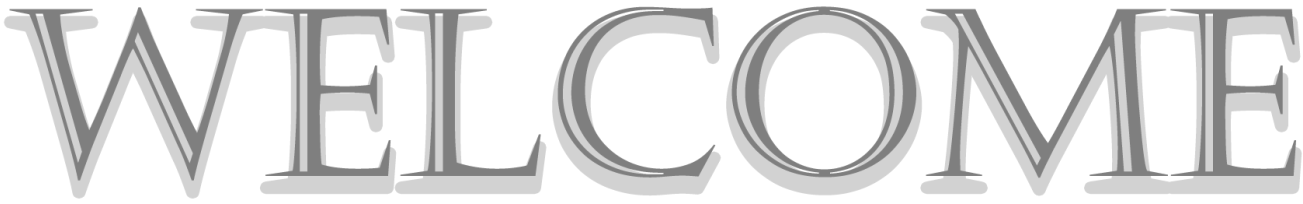
Instructor Information

- **Levi Smith**
- Assistant Professor of Computer Information Systems | MS Computer Science, Franklin University, 2020

Office Hours: Mondays from 6:00 pm to 9:00 pm and Tuesdays from 6:00 pm to 9:00 pm (virtual only) or by appointment. Please be aware that advising appointments may be scheduled during this time, so I may be unavailable. Please use the Q & A discussion board to ask questions about the class. If you have a concern, feel free to email me directly.

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Welcome



Hello and welcome! My name's Levi Smith, and I'll be your professor this term. My contact information and office hours are located on the right-hand side of this page. Additionally, you can learn more about me by checking out the Introductions discussion board.

Anyhow, this website serves as your launching point for this term. It will help get you familiar with course expectations, college resources (and policies), and some tips to help you succeed. Whether you are a returning student or a new student, know that you're exactly where you need to be to begin (or continue) that next chapter. For returning students, you've got this!

For you new students out there, understand that attending college is all about personal growth (it may seem pretty daunting at first). There's a concern that some new students often get, which is generally referred to as imposter syndrome. Basically, it means that you may feel inadequate and doubt your abilities (asking yourself, can I really do this) or maybe even like a fraud (like you don't belong). If you are in either situation, understand that you are most welcome in this course, that you are 100% adequate, and that you definitely belong.

Keep in mind that there's no need to compare yourself to anyone but you. Can you learn something new and be better than you were the day before? You should be your only competition on your college journey. You can do it! And don't forget, there's a team of people standing right next to you: your Career Pathways Advisor, your Faculty Advisor, your instructor, and your Dean. All of us will do our best to support you on your journey and make you feel like you belong. Best of luck in your learning endeavors!

Your Responsibilities

As a student enrolled in this course at Edison State Community College, it is your responsibility to be fully informed about the expectations of this course, college policies that are applicable to you, and the college resources that are available to you. To get acquainted with these responsibilities, you must review the following information contained on this website. Once you are finished, you must complete the Introduction Quiz to affirm that you understand these expectations, policies, and resources (you will not be able to see any course content until you pass the Introduction Quiz). If you have already reviewed the **Introduction** and **College Resources** sections in another course, you may skip them in this course (they are the same across courses, except for the Part I Syllabus, which you should still review), but you must still review the **Syllabus** section as it is generally unique to this specific course. If you have any questions about any of the information contained on this website, please contact me for clarification.

Keys to Success

Before we get to involved in course specifics (see the Syllabus page for all of that stuff), let's figure out what it takes to be successful in this (and any other college course, for that matter).

Helpful Tips

1. **Participate!**
   Contribute your ideas, thoughts, and comments regarding the subject you are studying with your classmates, teammates, and instructor. Your instructor will not be your only resource for learning in this online course ... you can learn from your classmates as well, and they will learn when you share your ideas.
2. **Get to know your online classmates.**
   After introducing yourself on the Introductions discussion board, be sure to read your classmates' posts to get a sense of who they are. I encourage you to send them an email, ask about an interesting hobby someone mentions, or make contact with someone whose interests are the same as yours. Once you have started an online conversation, it quickly becomes an easy and natural way to communicate.

3. **Take the class seriously.**
   There will be times that everyone around you is having fun or will want you to play hooky from your classwork. Your online coursework is just as important as a traditional class, so make sure you explain to your family and friends how important it is to do well in your studies.
4. **Log into your course site as often as possible.**
   You should log into your class at least 4 or 5 times per week. You will want to see what your classmates are saying and read the feedback from your instructor. If you log in less frequently, you may fall behind and have difficulty catching back up with the discussion board postings, chats, or assignments.

5. **Budget your time**
   Online is not easier than the traditional educational process. In fact, many students will say it requires much more time and commitment. Be aware of and keep up with the course schedule. This online course requires you to adhere to the course schedule to benefit from the course material and discussions.
6. **Online advantage.**
   One of the biggest advantages of an online course is your anonymity. No one will see you and affect how you feel about your thoughts and ideas regarding your course's subject matter. You can take as much time as you need to compose your thoughts before responding to your classmates or instructor.
7. **Be courteous of your classmates.**
   Use proper Netiquette (follow the Discussion Board Guidelines) and remember just because you are online and do not meet your classmates in-person, they are real people with real feelings.

8. **Having problems...**
   Your instructor is limited to what you communicate to them. You need to be very specific when you have problems or do not understand something about the materials you are covering. If you have technical difficulties or problems understanding something about the course, you MUST speak up; otherwise, there is no way that anyone will know that something is wrong. Also, if you do not understand something, chances are several people have the same question. If another student can help you, he/she probably will, and if you can explain something to your classmates in need, you will not only help them out, you will reinforce your own knowledge about the subject.

Study Skills

Be prepared to invest your time in this course if you expect to be successful. The Edison State Catalog and the Schedule of Classes indicate an expectation of nine hours of study weekly for a 3-credit online course during a 16-week semester. For a 16-week course, you can budget three hours per week for each credit hour within a course. Study means active learning as described below. It does NOT mean the reading of the material and highlighting or underlining the material.

Use your study time in these ways:

- Study in ½-hour blocks.
- Study a subject every day.
- Read aloud rather than silently.
- Take notes rather than highlight or underline.

- Do the practice exercises throughout the chapter and at the publisher's website. If you don't know an answer, look up the material in the text; do the research. By looking up your answers to questions you miss or questions about which you are unsure, you will learn better than if you just guess at the answer and let the scoring software tell you the answer.
- Redo each exercise until you can get at least 90% correct in less than 10 minutes. This is proficiency, whereas just getting 90% correct the first time is mastery. Proficiency will promote better performance.
- Outline the material.
- Write key terms (those in bold or italics), definitions, and examples.
- Study with someone, quizzing each other on the material.

Frequently Asked Questions (FAQs)

Click on a question or statement below to view more details.

▼ I just logged in for the first time, and the Coursework folder is blank. What should I do?

The chances are good that the course has been opened early (before the term officially begins). The Coursework folder for this course unlocks content for you on a timed schedule. This course's designer has decided that you shouldn't see all of the coursework at once (so as not to overwhelm you). Instead, you'll get access to several weeks' worth of content at a time in the form of a unit. The course Schedule (located on the Syllabus page) contains a schedule for when individual units will be released. The first unit will automatically show up on the first official day of the term.

With a legitimate need, your instructor can unlock coursework for you earlier than automatically scheduled. Be sure to reach out to your instructor directly with your specific needs.

▼ I have a stupid question, but I'm afraid to ask it.

As Markus Boenisch says: "there is no such thing as a stupid question, a question is the search for knowledge, and the search for knowledge is never stupid." If you have a question, there's a good chance that someone else has a similar (or the same) question. Remember that you are here to learn, and questions are crucial to the learning experience. So, by all means, ask away!

Also, be sure to remove the idea of a "stupid question" from your vocabulary. There's no place for it in there... =)

And one more quote for good measure: "not having the knowledge, just makes you teachable, not stupid." -- Rachel Hollis

▼ I'm having technical difficulties. What should I do?

If you are having technical troubles, know that you are not alone. The technology gremlin (that nasty little guy that lives in all of our devices) is bad about hitting us during the most inopportune times. The most important thing to do when the gremlin strikes is to communicate with your instructor. If your instructor can't help you directly, rest assured that they can get you in touch with the right people. Remember that your instructor is here to help and get you through to the end of the term.

▼ I'm really struggling with this class. What should I do?

If you feel like you've reached the tipping point as far as this course is concerned, then it's time to contact your instructor. Your instructor can help you in more ways than one. They can locate and obtain additional resources for you, provide you with study skills assistance, assist you with finding a tutor, and much more.

You can drop the course if you choose, but it's always a good idea to check in with your instructor or advisor first so you have a full understanding of the repercussions. It's also recommended that you don't drop a course hastily, especially if something is bothering you. Take a couple of days and process your emotions first to make the best rational decision for yourself. Keep in mind that the last day to drop from a course (for

a full refund) is usually around the end of the second week of the term and the last day to withdraw from a course is usually after week ten (for a sixteen-week course) and week five (for an eight-week course). Check out the current academic calendar to confirm the exact dates. Remember to bring any concerns you have to your instructor, and they'll do what they can to assist you.

▼ I have an issue with my instructor, what should I do?

If you have an issue with your instructor (or you've got something on your mind that's bothering you), then bring it to your instructor's attention. It's pretty difficult for them to read your mind, and they can't fix something that they don't know is broken. If your instructor refuses to address the issue or doesn't do so to your satisfaction, know that you have options available. Feel free to reach out to either your Career Pathways Advisor or your Faculty Advisor for advice. They are there to help you and support you through your college journey.

If you feel strongly enough about the issue and want to make sure that something gets done about it, it's best to contact one of the Deans at the college. The Dean that oversees this course is Dr. Paul Heintz, and he can be reached at pheintz@edisonohio.edu **(mailto:pheintz@edisonohio.edu)** . The Dean's office phone (and location) can also be found in the Edison State directory.

▼ I'm lost, what should I do?

If you don't understand what an assignment asks or are just generally unsure of what to do, then it's time to contact your instructor. Your instructor should provide you with multiple ways of getting in touch with them (see the Instructor & Contact Information section on the Syllabus page).

▼ I have a personal issue. What should I do?

Are you worried about food? Edison State has a solution for that. Charger Stations are stocked and ready to go at multiple campuses. Edison State Community College is proud to assist students needing help to obtain basic necessities. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Stop by the Tech Lounge located adjacent to the art gallery in the East Hall or the student lounge at the Greenville campus. If you need additional assistance with basic necessities, please contact Student Affairs in room 160.

Do you feel like you've been harassed or discriminated against? Edison State is prepared to respond. Feel free to talk to your advisor, instructor, or anyone else at the college about it. We're always happy to listen and are 100% concerned with your overall well-being. However, be aware that most employees of the college are federally mandated reporters of such situations. We have to notify the Title IX Coordinator, who is responsible for overseeing an investigation into any allegations of harassment or discrimination. If you need to talk to someone confidentially about your experience (and not trigger the college's investigative responsibility), please reach out to the college's nurse, Darlene Francis

(https://www.edisonohio.edu/HealthWellness/ **(https://www.edisonohio.edu/HealthWellness/)**). She is the only individual employed by the college who is not a mandatory reporter. Understand that Edison State takes these issues very seriously and is here for you if and when you need it.

Are you having transportation issues? Remember to communicate with your instructor. There's an excellent chance that we can work something out.

If you have any other kind of personal issue (no matter how big or small it is), your best bet is to contact your instructor or reach out to student affairs. There is a strong possibility that Edison State already has a solution for your issue, and if we don't, then we'll figure something out.

General Information

Please make sure that you've digested this entire website carefully. Any questions that you may have about the course, in general, should be answered on this website. All assignments and any information you may need for completing the course will be located on Blackboard (Edison's LMS).

Approach to Artificial Intelligence (AI)

For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

CIS/IMD Program Hardware Recommendations

Throughout your time in either the CIS or IMD programs, you may need to acquire new hardware. Below are the recommended hardware requirements program-wide for both CIS and IMD:

- Manufacturer: Dell or HP (for PCs); Apple (for Mac)
- Operating System: Windows or Mac (Chrome OS will not work for either program)
- CPU: at least a quad-core processor
- Memory: at least 8GB (for IMD) or 16GB (for CIS)
- Storage: at least 256GB

Please note that these are only minimums, and additional CPU, memory, or storage capacity is always better and should be obtained if possible. Additionally, it is recommended that CIS students obtain a PC and IMD students obtain a Mac. This is not a requirement by any means, but generally speaking, PCs work better in the IT support industry and Macs in the interactive media industry. If you have a personal preference, then feel free to stick with it. There can be a steep learning curve for Macs if you are unfamiliar with them.

Distance Technologies

I am a big proponent of virtual meeting technologies, and I will use them throughout this course. I will attempt to record every lecture session (or provide previously recorded lectures), and occasionally we may have class virtually rather than physically through Teams. If you need my assistance at any point in the term, you are always welcome to meet with me physically. Still, if you are unable to do so, we can always schedule a Teams session and meet virtually (you'll be able to speak [or chat if you don't have access to a microphone] with me during the scheduled meeting, as well as share your screen with me).

Perseverance

I encourage you to stay up-to-date with the coursework to prevent yourself from falling too far behind. The material for this course builds on each previous week, so if you fall too far behind, it will be difficult for you to understand the most recent material being presented.

Respect for Heterogeneity

I am a major proponent of human heterogeneity. I intend that students from all different backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the individuality that students bring to this class be viewed as a resource, strength, and benefit. I intend to present materials and activities that are respectful of heterogeneity: race, color, creed, religion, age, sex, gender identity, marital status, sexual orientation, veteran status, national origin, ancestry, citizenship, or disability. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of this course for you personally, or for other students, or student groups. Lastly, if any of our class activities conflict with your religious events, please let me know so I can make arrangements for you.

Expectations

Throughout the term, I expect you to:

Be Honest

- I expect you to complete your own work unless I assign work to be submitted as a group.
- I take cheating and plagiarism very seriously. If I catch you doing either, I will immediately give you a zero for that assignment. If I catch you again (even if it is not in the same class), I will report you to the college (using the Academic Honesty Policy process). Understand that plagiarism has two meanings: passing someone else's work off as your own AND incorrectly (or improperly) citing your sources. Be sure to acquaint yourself with the Academic Honesty Policy and let me know if you have any questions or concerns (it can be found on the College Resources page).

Be Inquisitive

- **ASK QUESTIONS** (seriously) - I am not one to get offended by questions, comments, or concerns. I want to know what you are thinking, and I want you to truly understand the material. Students who ask the most questions tend to learn the material the best... =)
- If you are not comfortable asking in-class, then use the class discussion board, send me an email, call me, text me, smoke-signal me, etc.).
- There is no such thing as a stupid question. As Markus Boenisch says: "there is no such thing as a stupid question, a question is the search for knowledge, and the search for knowledge is never stupid." =)
- Questions do NOT have to be strictly about this class. Feel free to ask me general questions about the college, advising questions, professional advice (I do have 15 years of experience in the field, believe it or not), etc.
- **DO NOT EVER FEEL LIKE YOU ARE BOTHERING ME** – I have had students apologize for asking me questions in the past (this is a major pet peeve of mine). Do you apologize to the burger flipper at Mcdonald's for having to make your BigMac? It is my job to answer your questions and help you learn. I'm here for you, so do not hesitate to leverage me to reach your educational goals and never apologize for doing so. =)

Be Present

- I expect you to attend class regularly. For an online-only course, this means participating in course activities every week (submitting an assignment, posting to the course discussion board, etc.).
- I do take attendance and expect you to attend all face-to-face sessions, if applicable. If there is no face-to-face component within this course, I expect you to follow the expectation above.
- If you cannot make it to a scheduled lecture for a legitimate reason, I expect you to contact me as soon as you can let me know the situation. If needed, we can make alternative arrangements to meet your individual needs (exemptions from class, extensions on coursework, etc.).

Be Professional

- In both realms (both digital and face-to-face, if applicable).
- Use proper English at all times (especially no text speak, like LOL).
- Close all correspondence with your full name and the course name and number.
- Treat others with respect and dignity. This is a safe and inclusive environment, and I won't tolerate any form of disrespect.

Be Responsive

- I value feedback, so if you have suggestions, comments, concerns, etc., please bring them to my attention. I cannot fix something if I do not know that it is broken. I'm constantly trying to improve all of my courses, and your input is critical to that process.
- I'd also like to know if I'm generally not meeting your expectations. We can discuss that situation, and I'll make adjustments as needed. I will **NEVER** hold your criticisms of me or my courses against you. Education is about personal growth, regardless of which side of the equation you are on (whether you are learning it or teaching it).

Course Description

Review and analysis of electronic portfolio. Critiquing of portfolio by self, peers, faculty, and third parties will be performed. All aspects of career preparation, including résumé writing, completing job applications, and interviewing skills, are also reinforced. Prerequisite: Minimum of 18 IMD hours completed and department approval.

Course Goals

The student will:

Bloom's Level		Program Outcomes
5	1. Discuss, develop, curate, and present an electronic portfolio.	1, 2, 9
5	2. Review, analyze, and critique electronic portfolios (both self and peer).	1, 8, 9
5	3. Integrate good ethical standards into all coursework and apply ethics to interactive media.	1, 2, 3
5	4. Assess and explore career/life-long learning professional options.	1, 3, 4

Lecture Time

Note: this course will be delivered entirely online. Please see the weekly activities and due dates on the schedule below.

Types of Learning Activities

Introduction Activities

There is a Syllabee Activity and Introductions discussion board to get you fully acquainted with the course and your classmates. You must get at least a 70% on the Syllabee Activity to unlock the course content (on the Content tab of the course). Remember that you only get one attempt at the Syllabee Activity, so be sure to read the content and questions carefully. If you don't successfully complete the Syllabee Activity on your first attempt, please reach out to your instructor for next steps.

Discussion Boards

All discussion board posts will be submitted through Blackboard. For your posts, you will be required to follow my expectations (mentioned above) and use proper English with detailed and accurate responses to receive full credit. The Discussion Board Guidelines can also be located below, which should be followed at all times.

IMPORTANT: Late submissions for discussion boards will not be accepted (and there is no grace period) after the posted date on each discussion board. Initial starter posts are always due on the Thursday (at 11:59 PM) before the marked due date on each discussion board (these can be submitted late up to the posted due date on the discussion board). Follow-up replies must then be made by the posted due date for the discussion board. After the posted due date for a discussion board, it will be locked out.

Discussion Board Guidelines

- **Be inclusive**. It is important to be intentional about making sure we "see" each other in an online community. You can do this by making sure that everyone has at least one response.
  - **Tip**: If you are unsure who to respond to, try looking for posts that have not yet received a reply. Also, be sure to reply back to people who post questions or comments to you.
- **Be on time**. Your contributions to our discussions are important, but our learning community will not benefit from them unless you post on time.
  - **Tip**: Set calendar reminders to make sure you contribute on time.
- **Disagree respectfully**. Disagreement and different ideas are essential parts of learning, problem-solving, and creativity. However, in order for different ideas to be heard and shared, it is important to maintain a respectful stance even through vehement disagreement; otherwise, communication may break down.
  - **Tip**: You might start the conversation with a question to clarify or get more information before you explain your different perspective. For example, "Nathan, can you tell me more about what you meant when you said that recycling programs are a poor use of public resources?"
  - **Tip**: Refrain from using judgmental evaluations of what someone posted, and instead present your own perspective supported by factual information. For example, instead of "Jamal, your analysis makes no sense," you can say, "Jamal, I interpreted the results of the study differently. As I see it, there was no statistically significant difference in the children's test scores, which implies that the new program is not working."
- **Be concise**. Lengthy paragraphs are difficult for readers to digest. Keep your paragraphs short and your writing concise.
  - **Tip**: Consider using bullet points to help highlight your main points or headings if your post needs to be lengthy.
- **Stay on topic**. Off-topic comments can derail our conversation. You can post off-topic comments in our open discussion forum or one of the other communication modes we are using in the course.
- **NO YELLING**. When you write in uppercase letters in online communication, it is usually interpreted as yelling.
- **Add some emotion**. :-) Sometimes it helps communicate the tone of your message when you add an emoticon. However, only do so as necessary, as it can also be annoying to readers if you use too many (which is probably the opposite of your intention).
- **Use humor carefully**. Sarcasm, in particular, does not translate well in an online environment. It is best to avoid the potential pitfalls of misunderstood messages.

Portfolio Reviews

You will complete three portfolio reviews throughout the term (one approximately every four weeks). One review must be completed by a peer, one by an employer (or professional in the field), and one by your instructor. Materials will be provided to share with your reviewer. Once reviewed, you'll submit a follow-up report (to Blackboard) explaining the actions you took (or didn't take) to the feedback from the reviewer.

Reflection Activity

Near the end of the term, you will be required to complete a reflection activity, a small writing assignment that forces you to reflect on your learning throughout the course. Research has shown that you are more likely to retain information when reflecting on how it has changed your perspectives.

Schedule

The following is a tentative schedule based on the needs of this class. I reserve the right to make any schedule changes deemed necessary. This course has strict due dates. **No late work will be accepted after the grace period**. **All assignments are to be completed and submitted on Mondays by 11:59 pm, unless otherwise noted**!

Week-By-Week Breakdown (16 Weeks)						
Week #	**Unit**	**Topic**	**Reading**	**Assignments**	**Points**	**Due Date**
Week 01 - 08/24/2026	**Unit 00** - Course Introduction	**Welcome to IMD-292S**	Syllabus	**Introduction Activities**	40 pts	08/31/2026
	Unit 01 - Traditional Portfolios	**Topic 01** - The Portfolio Process—Start to Finish (K)	- Read Chapter 01	N/A	N/A	
Week 02 - 08/31/2026		**Topic 02** - Planning Your Portfolio (K)	- Read Chapter 02	Discussion for Topic 02	20 pts	09/07/2026
Week 03 - 09/07/2026		**Topic 03** - The Traditional Portfolio: The Résumé, Cover Letter, and Business Card (K)	- Read Chapter 03	**Portfolio Review (Peer) Check-In**	10 pts	09/14/2026
Week 04 - 09/14/2026		**Topic 04** - The Traditional Portfolio: Design and Art Projects (K)	- Read Chapter 04	Discussion for Topic 04	20 pts	09/21/2026
Week 05 - 09/21/2026	**Unit 02** - Digital Portfolios	**Topic 05** - The Digital Portfolio: CD-ROMs, DVDs, and Web Sites (K)	- Read Chapter 05	Discussion for Topic 05	20 pts	09/28/2026
Week 06 - 09/28/2026		**Topic 06** - The Digital Portfolio: Technical Elements (K)	- Read Chapter 06	**Portfolio Review (Peer)**	55 pts	10/05/2026
Week 07 - 10/05/2026		**Topic 07** - The Design Phase (K)	- Read Chapter 07	**Portfolio Review (Employer) Check-In**	10 pts	10/12/2026
Week 08 - 10/12/2026		**Topic 08** - Working with Type (K)	- Read Chapter 08	Discussion for Topic 08	20 pts	10/19/2026

Week-By-Week Breakdown (16 Weeks)

Week #	Unit	Topic	Reading	Assignments	Points	Due Date
Week 09 - 10/19/2026	**Unit 03** - Web-Based Portfolios	**Topic 09** - Maneuvering Around Your Site: Navigation (K)	- Read Chapter 09	Discussion for Topic 09	20 pts	10/26/2026
Week 10 - 10/26/2026		**Topic 10** - The Web-Based Portfolio: Web Page Design (K)	- Read Chapter 10	**Portfolio Review (Employer)**	55 pts	11/02/2026
Week 11 - 11/02/2026		**Topic 11** - The Web-Based Portfolio: Technical Elements (K)	- Read Chapter 11	**Portfolio Review (Instructor) Check-In**	10 pts	11/09/2026
Week 12 - 11/09/2026		**Topic 12** - Multimedia and Your Interface (K)	- Read Chapter 12	Discussion for Topic 12	20 pts	11/16/2026
Week 13 - 11/16/2026	**Unit 04** - Wrapping Up and Landing a Career	**Topic 13** - Designer Checklists (K)	- Read Chapter 13	Discussion for Topic 13	20 pts	11/23/2026
Week 14 - 11/23/2026		**Topic 14** - Using Social Media to Land a Great Job (K)	- Read Chapter 14	**Portfolio Review (Instructor)**	55 pts	11/30/2026
Week 15 - 11/30/2026		**Topic 15** - Taking Interviews and Presenting Your Portfolio (K)	- Read Chapter 15	Discussion for Topic 15	20 pts	12/07/2026
Week 16 - 12/07/2026	**Unit 05** - Final	**Reflection Activity**		**Reflection Activity**	45 pts	12/10/2026
		Portfolio Presentation		**Portfolio Presentation**	60 pts	

Grading Policy

All assignments must be completed by their due dates to receive full credit. A 10% deduction will be taken for each day that an assignment is late after the due date (up to three days). After three days, any outstanding assignments will receive a maximum of 50% of the original credit. For example, an assignment is due on Monday at midnight, and you submit the assignment on Wednesday at 3:00 pm. You have submitted the assignment two days late, with a 20% deduction. Keep in mind that the 20% deduction is taken from 100%. Any additional errors or mistakes in the assignment still count against your total score for that assignment.

I do my absolute best to provide you with valuable and constructive feedback after an assignment is submitted. Before assignment deadlines, you are more than welcome to send me drafts of your assignment(s), and I will provide you with feedback and direction. Do not spend a long time being stuck on an assignment. If you are stuck, it probably means you need to reach out to me. If you do so, please do not upload draft assignments to Blackboard. I will grade anything in Blackboard as if it were for credit. If you need help, you can attend my office hours, schedule another time to meet with me, or send me the draft via email. There is no penalty for receiving early feedback (I actually strongly encourage it). This policy allows you to maximize the credit that you receive for all assignments.

IMPORTANT: please note that discussion boards are an exception to the above stated policy. Discussion boards will not be accepted late (past the posted due date on each discussion board). Please see the previous note on Discussion Boards in the **Types of Learning Activities** section.

Grade Determination

Midterm grades are based on all material from the first half of the course and will be a direct percentage of all work completed up to that point. Final grades for the course as a whole will be determined according to the following tables:

Points Breakdown	
Discussions	160pts
Introduction Activities	40pts
Portfolio Presentation	60pts
Portfolio Reviews	195pts
Reflection Activity	45pts
Total	500pts

Grading Breakdown		
89.5 - 100.0%	448pts - 500pts	A
79.5 - 89.4%	398pts - 447pts	B
69.5 - 79.4%	348pts - 397pts	C
59.5 - 69.4%	298pts - 347pts	D
0.0 - 59.4%	0pts - 297pts	F

Textbook

Required: The Graphic Designer's Guide to Portfolio Design, Author: Debbie Rose Myers, Edition: 3rd, ISBN: 978-1-118-42814-6.

Academic Alerts

Official College Statement

In order to support your success, the instructor of this course may contact your career pathways advisor regarding your attendance and academic performance. This academic alert may be initiated at designated times during the first half of the term or at any time your success is in jeopardy. If you find yourself struggling for any reason, please contact your instructor or advisor for support.

What does this mean?

Your instructor is required by the college to file an academic alert if you are in any of the following situations:

- You are not attending class regularly (for an online course this means participating in the course on a weekly basis).
- You are not communicating with the instructor (remember as a student you are expected to respond to all official college correspondence within 24-48 hours, excluding weekends).
- You are failing the course (or fail several assignments in a row).

These alerts are generally sent during weeks 2, 4, or 8 (for a 16-week course) or weeks 2 and 4 (for an 8-week course). This process is meant to be remedial. You will be contacted by one of the college's Success Advisors to see if there is anything they can do to help you be more successful in the course.

Academic Honesty

Official College Statement

It is the policy of Edison State Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Ethics is one of the core educational values at Edison State and is important not only in higher education but throughout one's life, livelihood, and community. As professional educators, we will promote ethical behavior by educating students about academic honesty and creating an environment that fosters honesty and other ethical behavior.

Academic dishonesty will not be tolerated. If a student exhibits dishonesty, we will respond to it with justice. Justice requires an understanding of the context in which the offense occurred and a consideration of the seriousness of the offense. Justice also requires considering how academic dishonesty affects the institution as a whole. For policy definitions and report form, download the Academic Honesty Policy & Report Form **(https://www.edisonohio.edu/uploadedFiles/_Web_Assets/Documents/Registration_and_Records/Academic_Dishonesty_Policy.pdf)** .

What does this mean?

As a student, you are responsible for maintaining ethical behavior. The most serious offense to this policy is plagiarism. According to Merriam-Webster, plagiarism is defined as "stealing and passing off the ideas or words of another as one's own words or using another's production without crediting the source." As a result, plagiarism encompasses both intentional cheating and unintentionally failing to cite a source. In all writing assignments be careful not to commit plagiarism and cite all sources both in-text and in the References section (at the end of the assignment). If you have questions about how to properly cite something, reach out to your instructor for help.

Advising

Navigating college can be challenging and intimidating. Luckily, there is at least one advisor assigned to you upon enrolling at the college. Success Advisors are devoted to providing you with whatever resources you need to be successful in college. Additionally, you should have a Faculty Advisor assigned to you as well. Faculty Advisors generally aren't assigned to you until you've chosen a program and your first term is underway. Your Success Advisor and Faculty Advisor work together as a team to support you throughout your college journey at Edison State. For more information about Advising Services, please check out the following webpage: https://www.edisonohio.edu/services-support/advising **(https://www.edisonohio.edu/services-support/advising)** .

Charger Station and Basic Needs

Official College Statement

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Stop by the Tech Lounge located adjacent to the art gallery in the East Hall or in the student lounge at the Greenville campus. If you need additional assistance with basic necessities, please contact Student Affairs in room 160.

What does this mean?

Edison State takes a holistic approach to student services. There are a multitude of additional services available to help you be as successful in college as you can be. From providing you with basic necessities (like food and toiletries) to helping you pay your Internet bill, Edison State likely has a service to support you. Contact a Success Advisor or ask your instructor for direction to these valuable services.

Disability Statement

Official College Statement

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe that you may need an accommodation based on the impact of a disability, contact the instructor privately with your Self-Identification Letter. If you do not have a Self-Identification Letter, contact the Office of Disability Services by email accessibilitysupport@edisonohio.edu **(mailto:accessibilitysupport@edisonohio.edu)** or call 937.381.1548 **(tel:+19373811548)** . The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services **(https://www.edisonohio.edu/services-support/accessibility-disability-support-services)** page.

What does this mean?

If you are a student requiring accommodations, such as extended time on assignments or tests, for example, be sure to reach out to Disability Services. They will work with you to assess what accommodations are appropriate for you and assist you with communicating that with your instructor. Remember to share this documentation with your instructor at the beginning of the term.

Edison Alerts

Edison State Community College has partnered with Rave Mobile Safety **(http://www.getrave.com/login/edisonohio)** to provide an emergency alert system called Edison Alerts. All current students, faculty, and staff are automatically enrolled in the program. Upon enrollment, you will receive an email notification from Edison Alerts, prompting you to complete the registration process. This email notification will be sent to your Edison State email account.

Text or Voice Message Alerts: Those registered are highly encouraged to log in to the Rave Mobile Safety site to add cell phone numbers and any additional email addresses where you would like to receive Edison Alerts. You must complete the registration process in order to receive Edison Alerts by text, phone, or personal email.

NOTE: Your cell phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone.

If deemed necessary by the Vice President of Administration and Finance, a campus-wide alert will be issued in the event that a situation arises and causes a threat either on or off-campus. Students, faculty, staff, and other registered users will receive the warning through Edison Alerts. Depending upon the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, a notice may also be posted on the College website homepage and on social media channels.

If you have questions or problems setting up your Edison Alerts, please contact Helen Willcox or Campus Security for assistance.

Faculty-Initiated Withdraw

Official College Statement

Class participation is a major key to academic success. Failure to attend class, to complete assignments, or to engage in active learning with the instructor or other students negatively affects the student's learning and will be considered non-participation. If non-participation continues until the student is mathematically incapable of passing the course, the faculty will advise the student to withdraw. If the student fails to communicate with the faculty and does not voluntarily withdraw, Edison State Community College may administratively withdraw the student from the course, and a grade of UW may be given for the course.

What does this mean?

This policy basically means that your instructor has the authority to withdraw you from the class if all of the following are true:

- You are not attending class regularly (for an online course this means participating in the course on a weekly basis).
- You are not communicating with your instructor (remember that you need to respond to all official college correspondence with 24-48 hours, excluding weekends).
- You are failing the course.
- Your instructor has filed an academic alert and you didn't respond.

This procedure is generally reserved as a measure of last resort. It looks much better on your student record if you withdraw yourself from the course on your own, rather than having your instructor do it. The goal is to prevent you from failing the class. If you have questions about this policy, it's best to reach out to your instructor.

IT Help Desk

The IT Help Desk is the recommended source for technical support and is equipped to assist with Edison State user IDs and passwords, Edison State email, Blackboard, myESCC, training, and more. To receive assistance in an expedient manner, have your student ID number ready prior to contacting the Help Desk. The Help Desk can be reached at this link: https://edisonohio.freshservice.com/support/home **(https://edisonohio.freshservice.com/support/home)** .

Library and Learning Center

The Edison State Library **(https://www.edisonohio.edu/services-support/library)** encourages students, faculty, staff, and community members to explore and utilize their impressive array of academic resources. Library cards may be obtained free of charge at Student Services, the Darke County Campus front desk, the Library information desk, or by phone or email. Library cards are renewed automatically each semester that a student is enrolled at Edison State. Courtesy library cards are available free of charge to community members with the presentation of a picture ID. Courtesy cards are valid for one year and may be invalidated, providing there are no outstanding loans or charges. A library card must be presented at the time of check out and is also required to request and check out OhioLINK items, to access library services from off-campus, and to utilize the Learning Center.

Free learning assistance and tutoring services are available to all Edison State students. Tutoring is available in many academic areas including accounting, anatomy and physiology, biology, business, chemistry, computer information technology, economics, English, mathematics, and nursing. No appointment is necessary. Check tutor availability by going here: https://www.edisonohio.edu/services-support/tutoring-center **(https://www.edisonohio.edu/services-support/tutoring-center)** . In addition, Edison State has made eTutoring **(https://etutoring.ohiolink.edu/)** available to all students, which allows students to obtain assistance even when the College is closed.

No-Show Policy

Official College Statement

Instructors are required to report students who have failed to attend their class within the first two weeks of the course. Students identified by the instructor as a no-show will be de-registered from the class with no tuition liability and the student notified of the removal via Edison State email. Appropriate changes will be made to their registration records, billing accounts, and financial aid (if applicable). Federal financial aid will be denied for no-show students until attendance is proven. Federal financial aid students will be notified via Edison State email of the steps to take for reinstatement of federal aid.

What does this mean?

As a student, you are required to participate in learning activities, which means that you need to attend class regularly and submit assignments on time. For an online course, this essentially means that you are participating in weekly activities as assigned by your instructor. It is especially important that you engage with the course material at the beginning of the term to ensure your success. Oftentimes, starting off on the wrong foot, causes you to stumble, and end up in a place that you'd probably rather not be. If you have questions or concerns about this policy, feel free to reach out to your instructor for clarification.

Student Complaint Process

Experiencing a problem? Should you encounter a problem, academic or non-academic, please feel free to let me know how you feel. I always welcome your feedback and will never hold it against you. If you don't feel that I've addressed your concern, you are welcome to contact my Academic Dean, Dr. Paul Heintz. His email is pheintz@edisonohio.edu **(mailto:pheintz@edisonohio.edu)** , and his office phone is (937) 778-7921 **(tel:+19377787921)** . Alternatively, a Student Complaint Form can be completed online, or you can pick up a paper form in the Student Affairs office. Click here **(https://www.edisonohio.edu/student-life/student-complaint-form)** to begin the Student Complaint Process.

Student Wellness Center

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it’s helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

The Student Wellness Center helps students navigate obstacles, which might cause issues or create a sense of distress during your school year. Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- Recovery and Counseling referral
- Housing
- Food
- Physical well-being

Information and education are also provided on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-Hazing

If you are struggling and need to speak with someone in person, please reach out to Dr. J. Passmore, Dean of Student Affairs, at jpassmore@edisonohio.edu **(mailto:jpassmore@edisonohio.edu)** , 937-778-7895 **(tel:+19377787895)** , RM 160 (stop at the front desk).

Walk-in hours on campus are Tuesday, Wednesday, and Thursday, from 8 am to 5 pm. Hours may vary according to the college schedule or events. You may schedule an appointment by clicking here **(https://outlook.office365.com/owa/calendar/VelinaBogart@edisonohio.edu/bookings/)** .

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

Testing Your Faith Act Policy

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registration-records **(https://www.edisonohio.edu/services-support/registration-records)** , located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources **(https://www.edisonohio.edu/services-support/student-resources)** .